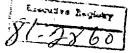
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19 November 1981

MEMORANDUM FOR: Deputy Director for Administration

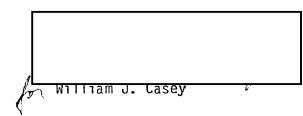
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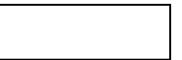
Travel Reduction Plan

At today's Cabinet meeting we were asked to have prepared in thirty days a travel reduction plan for each agency. Here are some notes I took on the discussion.



Attachment: As stated

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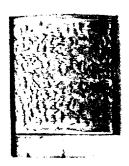
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DIRECTOR OF CENTRA NTELLIGENCE

Notes taken by DCI at Cabinet Meeting 19 November 1981

Travel

- FAA or Coast Guard plane
- Private charter cheaper than government plane
- Department can buy commercial ticket, with discounts, cheaper than tickets bought from GSA
- Cut unnecessary trips
- Reduce size of delegations
- Watch meeting locations





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D/ Executive Secretary
20 November 1981